



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

2009-2010 SES Provider Application Questions and Answers #2

Question #1

Since science is now tested on the ISTEP+ assessment (Indiana's state standardized assessment), can we offer science for SES?

Answer #1

Currently, grades 5 and 7 are tested in science. As such, it would be appropriate to offer science to students in those grades.

Question #2

What grade levels are tested on ISTEP+?

Answer #2

Currently, Indiana tests students in grades 3-8 on ISTEP+.

Question #3

What type of pre- and post-assessment should be used for SES programming?

Answer #3

In Indiana, providers are free to use a pre- and post-assessment of their choice. However, it is important to ensure that the assessment is valid for the provider's programming; that it will appropriately diagnose Indiana academic standards that a student needs to work on; and that it is in some way correlated with the ISTEP+ as a measure of a student's proficiency on Indiana academic standards.

Question #4

Where can I find more information about the Family Educational Rights and Privacy Act (FERPA)?

Answer #4

FERPA is an important law that guards the safety of student-level academic records. More information about FERPA can be found on the U.S. Department of Education's Website at <http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>.

Question #5

Are FBI checks (national background checks) acceptable for background checks that are required to be performed on employees prior to working with children?

Answer #5

The Indiana Department of Education requires that all individuals working for SES providers who will be working with children have criminal background checks on file prior to working with children. IDOE's Policies and Procedures for SES Subpart B, Section 2.1(a) detail the requirements for criminal background checks. As long as national background checks meet the requirements described in the Policies and Procedures, then they would be acceptable.

Question #6

Do I have to have liability insurance in place prior to becoming an approved SES provider?

Answer #6

No, but you will need to obtain a quote for liability insurance to include with the SES provider application. If your organization is approved to be an SES provider, then you will have to obtain the actual liability insurance.

Question #7

How should the rubric be used?

Answer #7

The rubric is the tool that the external review panel will use to evaluate your application. As such, you should use the rubric as a tool to ensure that you have included all information that is requested for each section of the application.

Question #8

Do I have to have a business license in place prior to applying to be an approved SES provider?

Answer #8

You do not have to have a business license in place in order to apply to become an approved SES provider. However, you must submit documentation that you have begun

the process of obtaining the proper documentation to operate as a business if you do not already have a business license. If you become an approved SES provider, then that documentation must be in place prior to your beginning to tutor.

Question #9

Some states are “closed” states and do not allow criminal background checks to cross state lines. As such, we have been required to hire tutors that are only from that state. Is Indiana a “closed” state and are we required to only use Indiana residents as our tutors?

Answer #9

Indiana is neither a closed nor an open state. We require (at a minimum) a limited criminal history check but do not require that SES tutors be residents of Indiana. Please note, however, that according to IDOE Policies and Procedures for SES Subpart B Section 2.1(a)(A2), at a minimum, providers must obtain a statewide criminal background check from the state(s) in which the tutor lives or has lived for the last 5 years. In addition, a local school district is authorized by state law to require a more thorough criminal background check, such as a federal check.